

MINUTES
Regular Meeting
Laguna Madre Water District Board of Directors
February 21, 2018
5:30 PM - 7:22 PM
Board Room

The **REGULAR MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District at 105 Port Road, Port Isabel, Texas on the **21st day of February 2018**, at the hour of **5:30 P.M.**, pursuant to written notice as prescribed by law.

ITEM #1 **QUORUM**

The **CHAIRMAN** called the meeting to order and determined the Notice of the Meeting had been duly posted in accordance with the law, and the following present constituted a quorum:

PRESENT: Chairman, Scott D. Friedman
 Vice Chairman, Rick A. Wells
 Secretary, Doyle Wells
 Director, Herb Houston
 Director, Alex Avalos

ADMINISTRATIVE STAFF: General Manager, Carlos J. Galvan, Jr.
 Director of Operations, Robert Gomez
 District Engineer, Charles Ortiz
 Purchasing Agent, Enrique Samaniego
 Attorney, Eddie Lucio III

Agenda items discussed in the following order: **1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17, 18, 19, 21,22,23,20,24**

ITEM #2 **INVOCATION AND PLEDGE ALLEGIANCE**

The meeting began with the Pledge Allegiance and an Opening Prayer.

ITEM #3 **INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS**

No one in the audience responded.

ITEM #4 **CONSIDER AND APPROVE MINUTES OF REGULAR MEETING ON JANUARY 24, 2018.**
(C. GALVAN) 

The Minutes of Regular Meeting on January 24, 2018, got approved with corrections. The wording for item #13, page 4 of 6 will state, the additional equipment to be purchased separately at a later date with the provision to have it in the budget.

H. HOUSTON made a motion to approve, seconded by D. WELLS. R. WELLS abstained. MOTION CARRIED.

ITEM #5 GENERAL MANAGER'S

- TEXAS WATER 2018

C. GALVAN invited the Board to the Texas Water 2018 Conference on April 23-26, 2018 in San Antonio. Information on the conference provided via email.

ITEM #6 DISTRICT ENGINEER'S REPORT

- STATUS OF PLANS AND SPECIFICATIONS FOR PORT ISABEL MONOFILL METHANE MONITORING
- WATER TREATMENT PLANT NO. 2 RESIDUALS MANAGEMENT

C. ORTIZ gave an update on the plans and specifications for Port Isabel Monofill Methane Monitoring and Discussion and questions ensued.

Richard Correa and Sonia Zamarripa with Garver gave a powerpoint presentation on Project Alternatives for the Water Treatment Plant No. 2 Residuals Management on the Sludge Drying Beds. Following the introduction, there was discussion and questions.

The Board recommended Staff placing future presentations as an agenda item.

ITEM #7 DIRECTOR OF OPERATION'S REPORT

- MONTHLY REPORT

R. GOMEZ gave a monthly report for January 2018 followed by discussion.

Information on a Conference of Elected Officials' on March 8-10, 2018 in San Antonio, Texas presented by Texas Municipal League and Texas Association of Mayors, Councilmembers, and Commissioners.

ITEM #8 DISCUSSION AND POSSIBLE ACTION TO APPROVE THE HIGHEST BID(S) RECEIVED ON THE FOLLOWING PROPERTY STRUCK OFF TO CAMERON COUNTY, FOR ITSELF AND OTHER TAXING JURISDICTIONS FROM A TAX RESALE CONDUCTED ON NOVEMBER 7, 2017. (C. GALVAN)

LEGAL DESCRIPTION: SPI GOLF COMMUNITY PARCEL 10-B LOT 40 (CAB 1 SLOT 2368-A CCMR) (ACCT. NO. 72-4613-0000-0400-00)

Attorney, Erica Lerma with Linebarger Goggan Blair & Sampson, LLP was present at the meeting for questions and answers.

R. WELLS made a motion to approve, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #9 DISCUSSION AND POSSIBLE ACTION ON THE RESOLUTION APPROVING THE HIGHEST BID(S) RECEIVED ON THE TAX RESALE CONDUCTED ON NOVEMBER 7, 2017. (C. GALVAN)

LEGAL DESCRIPTION: SPI GOLF COMMUNITY PARCEL 10-B LOT 40 (CAB 1 SLOT 2368-A CCMR) (ACCT. NO. 72-4613-0000-0400-00)

The resolution was approved as presented.

R. WELLS made a motion to approve, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #10 CONSIDER AND DISCUSS JOB DESCRIPTION FOR PURCHASING AGENT POSITION. (C. GALVAN)

Discussion occurred and determined it needs further review. A. AVALOS and D. WELLS will meet with Staff on Thursday, February 22, 2018, at 1 PM. The Board proposed to place on the agenda at the next regularly scheduled meeting.

This item was for discussion only, no action taken.

ITEM#11 CONSIDER AND APPROVE ROOF REPAIR FOR ISLA BLANCA WASTEWATER TREATMENT FACILITY. (E. SAMANIEGO)

Discussion and questions ensued, and concern was raised regarding the vendors having proper liability; the Purchasing Agent will verify. The Board approved an amended motion awarding Ecoeffect for a total of \$7,125.00.

A. AVALOS made a motion to approve the second lowest bid, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #12 CONSIDER AND APPROVE THE CHANGE OF VENDOR FOR INSTRUMENTATION BID CONTRACT AWARDED IN SEPTEMBER 2017. (R. GOMEZ)

There was a discussion, and the Board agreed to rescind the contract with Moody Bros. Inc. and award the Instrumentation Contract to Sendero South Co.

R. WELLS made a motion to approve, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #13 CONSIDER AND DISCUSS THE HIRING OF AN I. T. / PUBLIC RELATION PERSON ON A FULL-TIME BASIS. (R. GOMEZ) 💧

There was a discussion and following points made:

- For Jobs to be separated, two job positions and qualifications
- District will have to fund the I. T. Position to keep up with constant up to date technology
- Advertisement needed for hire
- I. T. infrastructure is necessary for the future
- Public Relations Person – voice for the District – General Manager, Director of Operations, Engineer
- I. T. required for computerized meter services for District Customers

This item was for discussion only, no action taken.

ITEM #14 CONSIDER AND APPROVE THE PURCHASE OF A MINI-EXCAVATOR. (R. GOMEZ) 💧

Discussion and questions ensued, and it was determined to table the document for further review and more information. This item was deferred to the next regularly scheduled meeting.

D. WELLS made a motion to table, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY. TABLED.**

ITEM #15 CONSIDER AND APPROVE PROPOSAL FROM WILLDAN FINANCIAL SERVICES TO DEVELOP A COMPREHENSIVE WATER AND WASTEWATER RATE PLAN. (C. ORTIZ) 💧

Discussion ensued and agreement to approve with verification of the study includes a rate plan with door charges.

H. HOUSTON made a motion to approve, seconded by **A. AVALOS**. **R. WELLS** opposed. **MOTION CARRIED.**

ITEM #16 CONSIDER AND APPROVE CHANGE ORDER NO. 2 WITH CSA CONSTRUCTION, INC. FOR PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS. (C. ORTIZ) 💧

D. WELLS made a motion to deny, seconded by **R. WELLS**. **A. AVALOS** opposed. **MOTION CARRIED. DENIED.**

ITEM #17 CONSIDER AND APPROVE CONSTRUCTION PHASE FOR ENGINEERING SERVICES WITH CAROLLO ENGINEERS, INC. FOR PORT ISABEL WASTEWATER TREATMENT FACILITY SLUDGE DISPOSAL MONOFILL METHANE MONITORING. (C. ORTIZ) 💧

C. ORTIZ recommended denying the engineering services for the Port Isabel Wastewater Treatment Facility Sludge Disposal Monofill Methane Monitoring, noting it can get done in-house by Construction Management.

D. WELLS made a motion to deny, seconded by A. AVALOS. MOTION CARRIED UNANIMOUSLY. DENIED

ITEM #18 CONSIDER AND APPROVE SUBMISSION OF TEXAS WATER DEVELOPMENT BOARD'S PROJECT INFORMATION FORM FOR FY2018 CLEAN WATER STATE REVOLVING FUND. (C. ORTIZ) 💧

D. WELLS made a motion to approve, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #19 CONSIDER AND APPROVE SUBMISSION OF TEXAS WATER DEVELOPMENT BOARD'S PROJECT INFORMATION FORM FOR FY2018 DRINKING WATER STATE REVOLVING FUND. (C. ORTIZ) 💧

C. ORTIZ recommended not to take action at this time.

D. WELLS made a motion to deny, seconded by A. AVALOS. MOTION CARRIED UNANIMOUSLY. DENIED

ITEM #20 CONSIDER AND APPROVE CHANGE ORDER NO. 1 WITH G&T PAVING FOR PADRE BLVD GRAVITY SEWER CROSSING AT LA QUINTA. (C. ORTIZ) 💧

This item was taken out of order and discussed after Executive Session items 21 and 22.


D. WELLS made a motion to approve, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #21 CONSIDER AND REVIEW EXPENDITURES FOR JANUARY 16-31, 2018. (C. GALVAN) 💧

The Board reviewed the expenditures and acknowledged by R. WELLS and D. WELLS.

ITEM #22 EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET. SEQ., UNDER SECTION 551.071, CONSULTATION WITH ATTORNEY; SECTION 551.072, DELIBERATION ABOUT REAL PROPERTY, SECTION 551.074 (A) (1), AUTHORIZING CERTAIN DELIBERATIONS ABOUT OFFICERS AND EMPLOYEES OF THE DISTRICT TO BE HELD IN EXECUTIVE SESSION

A. DISCUSSION ON LEGAL MATTERS OR ABOUT REAL PROPERTY CONCERNING THE FOLLOWING PARCELS OF PROPERTY IN CAMERON COUNTY FOR THE PADRE BLVD GRAVITY SEWER CROSSING AT LA QUINTA: 💧

1. TEN-FEET WIDE RIGHT OF WAY EASEMENT OUT OF LOT 2, CONTRAN SUBDIVISION, CITY OF SOUTH PADRE ISLAND
 2. TEN-FEET WIDE RIGHT OF WAY EASEMENT OUT OF EAST TRACT 17, EAST TRACTS 16 AND 17, PADRE BEACH ESTATES SUBDIVISION, SOUTH PADRE ISLAND
 3. TEN-FEET WIDE RIGHT OF WAY EASEMENT OUT OF EAST TRACT 16, EAST TRACTS 16 AND 17, PADRE BEACH ESTATES SUBDIVISION, SOUTH PADRE ISLAND
- B. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: 
1. DIRECTOR OF FINANCE
 2. GENERAL MANAGER
 3. DIRECTOR OF OPERATIONS
 4. DISTRICT ENGINEER

D. WELLS made a motion for the BOARD to go into executive session at 6:50 PM, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

The BOARD took a short recess before going into Executive Session.

R. WELLS made a motion for the BOARD to come out of executive session at 7:19 PM, seconded by A. AVALOS. MOTION CARRIED UNANIMOUSLY.

ITEM #23 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.

The CHAIRMAN noted, on Executive Session items A. 1, A. 2, and A. 3, no action.

The CHAIRMAN noted, on Executive Session items B. 1, B. 2, B. 3, and B.4, no action.

ITEM #24 ADJOURNMENT

The CHAIRMAN adjourned the meeting at 7:20 PM.

SCOTT FRIEDMAN, CHAIRMAN

DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 28TH DAY OF FEBRUARY 2018.